

# JOB OPPORTUNITY ANNOUNCEMENT

## AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 12-010

**OPEN TO:** Interested candidates  
**POSITION:** Public Health Specialist, FSN-550-12; FP-3  
**OPENING DATE:** April 26, 2010  
**CLOSING DATE:** May 10, 2010  
**WORK HOURS:** Full-time, 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office

*NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.*

The U.S. Embassy in Brazzaville is seeking an individual for the position of Public Health Specialist.

### BASIC FUNCTION OF POSITION

Incumbent is a key public health technical advisor to the U.S. Mission in Brazzaville in coordination with U.S. Centers for Disease Control and Prevention (CDC) Kinshasa. Incumbent's responsibilities focus on engagement with Global Fund to Fight AIDS, Tuberculosis, and Malaria (GFATM), Ministry of Health for the Republic of Congo (ROC) and other local, national and international partners working to develop and support public health systems in ROC. Responsibilities include development, management, and evaluation of HIV/AIDS and other disease impact and related health programs in coordination and collaboration with local, national and international agencies. The incumbent will be responsible for assisting with development of health systems and programs consistent with U.S. government (USG) leadership in Brazzaville, internationally recognized public health standards, best practices and the principles of the President's Emergency Plan for AIDS Relief (PEPFAR) and USG leadership in GFATM. Responsibilities internal to USG include coordination of critical communications among various USG departments and agencies in supporting various efforts related to health programs and the GFATM portfolio in the Republic of Congo. This position will work under the leadership and administrative supervision of the Deputy Chief of Mission in Brazzaville and the technical supervision, guidance and direction of the CDC Country Director in Kinshasa, DRC.

### QUALIFICATIONS REQUIRED

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

#### 1. Education:

Doctoral level (Dr.PH, MD or PhD) degree (or host country equivalent) in medicine, public health, epidemiology, behavioral or social sciences field is required.

## **2. Prior work experience:**

At least 5 years of mid-to-senior level work in public health with focused experience in health services or health systems programs with knowledge of prevention, care and treatment services (especially in HIV/AIDS, TB, and/or malaria) is required. One additional year of experience at the managerial level with multiple staff is required.

## **3. Language requirements**

Level 4 (Fluent) Speaking/Writing/Reading English and French ability is required (This will be tested).

## **3. Knowledge**

Knowledge of public health and development programs in resource-constrained environments is required. General familiarity with health issues in sub-Saharan Africa is required. The incumbent must have a detailed understanding of the structure and functions of GFATM and PEPFAR, and participating agency and GFATM/USG policies, guidelines and procedures for administration of funding mechanisms; and intra-agency procedures for coordination with USG agency headquarters and Embassy management. In-depth specialist knowledge of HIV/AIDS and other public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results in developing country is required. The incumbent must have a detailed and broad knowledge of the host country public health operational environment, including a detailed knowledge of the structure and operations of the Ministry of Health, Ministry of Education, and other host government ministries and offices, the environment for health care delivery at the national, regional, district and community level. Position must have detailed knowledge of the structure and function of endemic and international NGOs providing public health services, as well as understanding of the work and current projects of other collaborating and donor agencies.

## **5. Skills and abilities**

Good computer skills, including knowledge of Microsoft Office: Word, Excel (advanced spreadsheet functions) and Internet usage; familiarity with computer accounting programs; understanding accounting basics is required. Keyboarding (both speed and accuracy). Ability to provide budget analysis, oversight and reporting required. Ability to work within a highly complex environment that requires specialty expertise in the areas of public health, policy analysis, diplomacy, strategic planning, and program design.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, and budget status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Successful candidate must be able to obtain the required security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) or

2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Management Officer

U.S. Embassy Brazzaville -Boulevard Maya-Maya

No: 70-83 sections D (Face Maternité Blanche Gomez) Baongo, Centre-ville.

E-mail: [BrazzaHRO@state.gov](mailto:BrazzaHRO@state.gov)

PHONE: 612-2000 / 612-2073 / 612-2143

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

### **CLOSING DATE FOR THIS POSITION: May 10, 2010**

The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.